



ENGY SABRY SALEM

Seeking a challenging position in a well-known and highly developed organization where my skills and educational background can be applied and further developed for the benefit of the organization. Comfortable working across enterprise level firms. Committed to continuous personal growth and contributing to team success.

PERSONAL

- Name**
Engy Sabry Salem
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SKILLS

- Problem Solving** ★ ★ ★ ★ ★
- Leadership & Management** ★ ★ ★ ★ ★
- Critical Thinking** ★ ★ ★ ★ ★
- Administrative skills** ★ ★ ★ ★ ★

COURSES (ARAB ACADEMY FOR SCIENCE, TECHNOLOGY)

- Business Administration (Principles of Management-Marketing Management-Organizational behavior)
- Business Administration (Human Resources- Project Management- Strategic & Financial management)
- Customer Service
- English Language



WORK EXPERIENCE

- Aug2017-Nov2022 **Test Centre Administrator-Manager**
IDP Education Ltd, Alexandria
- Ensure the test centre operation is managed within the IELTS operating procedures.
 - Ensure adherence to all IELTS manuals , policies and procedure of all Examiners and Invigilators.
 - Sitting and implementing expansion plan For IELTS.
 - Manage budget for IELTS testing in the test centre , including test revenue & all associated costs , staff and venue.
 - Opening new Computer delivered IELTS Labs and Paper bases venues in Egypt.
 - Independently perform audits on IELTS test centre as scheduled & provide documented feedback & reports.
 - Manage test centre Examiners, including recruitment, training & certification within the IELTS guidelines.
- Aug 2016 -Aug2017 **Test Centre Administrator Deputy**
IDP Education Ltd, Alexandria
- Nov 2014 - Aug 2016 **Test Centre Administrator Assistant**
IDP Education Ltd, Alexandria
- Jan2012-Nov2014 **Account Executive**
AC&C Abo El-Enien Group for Consulting & Constructions, Alexandria
- Communicating with clients and gathering information about a project's scope, budgets and timelines.
 - Developing budgets and timelines for clients and the company they work for.
 - Construction Materials review with invoices
- Jan 2010 -Dec2011 **Customer Service Representative**
QNB Bank, Alexandria
- Research and resolve customer problems and acting as the customer liaison between other bank departments when necessary,
 - Open new bank accounts according to laid down rules and guidelines
- Mar 2009 - Nov 2009 **Test day supervisor**
Arab Academy For Science , Technology & Maritime, Alexandria
- Check each candidate's ID and statement of entry before and during the exam and ensure that only permitted materials are on each candidate's and follow all exam procedures.



EDUCATION AND QUALIFICATIONS

- 2005 - 2009 **Bachelor Degree**
Alexandria University Faculty of Commerce (Good), Alexandria, Egypt